COMMANDANT OF MIDSHIPMEN INSTRUCTION 1531.1A

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: TAILGATING STANDARD OPERATING PROCEDURES

Ref: (a) COMDTMIDNINST 5400.6W
(b) COMDTMIDNINST 5350.1D
(c) COMDTMIDNINST 7041.1J
(d) NAVSUPPACT ANNAPOlisINST 5340
(e) USNAINST 11100.7B
(f) USNAINST 12790.5E
(g) OPNAVINST 1700.16B

Encl: (1) Designated Tailgate Locations
(2) Smoke Park Checklist
(3) Commandant Facilities Checklist

1. Purpose. To promulgate procedures for the proper execution of Company-level and above tailgates before and/or after sporting events both on and off the yard in accordance with references (a) through (g).

2. Background. There are multiple opportunities for Company-level and above tailgating before and/or after sporting events to include home football games. Such tailgates will increase unit morale, and this instruction will help ensure they are executed safely and responsibly.


4. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.

5. Discussion. Tailgating offers an opportunity to build esprit de corps and unit camaraderie. It also serves to enhance the experience of Naval Academy sporting events and encourages a positive attitude from the Brigade. Furthermore, when executed professionally, it provides an appropriate setting to practice responsible consumption of alcohol. This instruction provides procedures for logistical support and guidance in order to streamline the tailgating process, help mitigate risk, and promote responsible tailgating practices.

6. Execution. The execution of a successful tailgate is the responsibility of the unit commander. Typically, the Company wardroom officer is in charge of the planning and execution of a
tailgate. Other appropriate members of the chain of command may be designated with approval of the Company Officer for Company-level events and the Battalion Officer for Battalion-level events. At a minimum, the unit commander or their Executive Officer (XO) will be the senior midshipman present and responsible for the evolution.

7. Duties and Responsibilities. The following steps should be followed sequentially but may be modified as particular details vary for each event.

a. Select a date. The date must be approved by the Company Officer for Company-level events or the Battalion Officer for Battalion-level events. Events located on the USNA complex should be approved 14 days prior to execution to permit sufficient time for subsequent planning. For events located on the North Severn, including the Brigade Sports Complex, requests shall be routed to Naval Support Activity Annapolis Operations Officer no later than 30 days prior to the scheduled event and shall follow routing and procedures outlined in reference (d). In most cases, a tailgate should support follow-on attendance at a sponsored event.

b. Select a location. See enclosure (1) for pre-approved locations. In all cases, coordination shall include, but is not limited to, the Commandant’s Schedules Officer. Ensure coordination with the appropriate point of contacts (POCs) from enclosure (1) and provide situational awareness to the requisite info copy personnel. Coordination POCs reserve the right to deny approval. Standard Company locations for home football games may be promulgated separately by Commandant of Midshipmen’s Operations Department in concert with Navy Marine Corps Memorial Stadium operations representatives. All requests for tailgates on the North Severn at the Brigade Sports Complex (BSC) shall follow routing and procedures outlined in reference (d); these requests shall be submitted at least 30 days in advance. Checklists for Smoke Park and 7th/8th wing grill areas can be found in enclosures (2) and (3).

c. Midshipman Food Services Division (MFSD) coordination. 10 business days prior to the event, a request for food shall be submitted to MFSD in accordance with (IAW) the procedures listed on the intranet under MFSD at: https://intranet.usna.edu/MFSD/events.php. The unit shall designate representatives to pick up food supplies. MFSD does have equipment to loan to support the event on a first come first served basis.

d. Alcohol chit. If alcohol is planned at the tailgate, a chit must be routed IAW references (a) and (b). For Company-level events, the Company Officer or Senior Enlisted Leader shall be present with the exception of home football games. For Battalion-level events, the Battalion Officer shall be present. Exceptions, other than as noted, will be rare and approved on a case by case basis at the next higher level.

e. Duty section. If alcohol is approved and present, there shall be an alcohol-free duty section composed of upper-class midshipmen. While the unit commander does not have to be a member of this duty section, responsibility for overall execution still resides with the commander.

f. ID check and bracelet issue. If alcohol is approved and present, members of the duty section shall be assigned to check IDs and issue bracelets to upper-class 21 years of age or older. IAW reference (a), 4/C Midshipmen shall not consume alcohol, regardless of age.
g. Designated driver. If alcohol is approved and present, the Company shall have a designated driver assigned as a member of the duty section. Alternate transportation is permitted under the supervision and approval of the unit commander, but the designated driver shall be available until the last midshipman that consumed alcohol has safely departed.

h. Trash, gear, and equipment removal. Close coordination with the location POC is required to ensure the proper handling and disposal of trash. The standard shall be that trash is removed from the site and placed in USNA dumpsters, unless the facility provides them in close proximity to the tailgating site. If the coordination POC allows for trash to remain on site, it shall be neat and orderly secured in trash bags at a minimum. All gear and equipment used to execute the tailgate shall be removed from the site at the conclusion of the tailgate. Arrangements for proper handling of grills and fire pits must be coordinated in advance.

i. Reimbursement. The Midshipman Welfare Fund can reimburse approved expenditures. All requests for reimbursement must be IAW reference (c), and shall be submitted no later than two business days after the tailgate.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant’s Operations Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php
DESIGNATED TAILGATE LOCATIONS

1. Brigade Sports Complex (BSC):
   
   a. Coordination POCs. BSC Facility Manager (410-293-9707) and NSA Annapolis Operations Officer/N3 (410-293-5749). Info copy the Director of Club Sports when preceding club sporting event (410-293-8776).
   
   b. **Persons desiring to tailgate at the BSC shall follow the procedures outlined in ref (d). Note that requests must be received by the NSA Annapolis Operations Officer/N3 no later than 30 days prior to the scheduled event.**

2. On the Yard:
   
   a. Coordination POCs: Commandant’s Operations Department (410-293-7127). Info copy the Military Deputy to the Athletic Director when preceding NAAA sporting events.
   
   b. Location 1 includes either side of Smoke Park depending on the availability and the unit's preference; reference enclosure (2) checklist. Locations 2 and 3 are the grilling areas in 7th and 8th Wing lots, respectively; reference enclosure (3) checklist.
3. Navy Marine Corps Memorial Stadium:
   
a. Coordination POC - Associate A.D., Marketing and Promotions (410-293-8712).

   (1) Company tailgate locations for football season will be promulgated in the fall prior to
   the first home game. Lacrosse tailgate locations will be promulgated in the spring.

4. Max Bishop Stadium:
   
a. Coordination POC - Commandant Operations Department (410-293-7127) and Military
   Deputy to the Athletic Director (410-293-5832).
## SMOKE PARK CHECKLIST

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td># Attendees:</td>
</tr>
<tr>
<td>Officer / SEL at Event:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

- [ ] Event scheduled
- [ ] Excusal Submitted
- [ ] MWF Yellow Funding Document in Place
- [ ] Meal Request via MFSD
- [ ] Tables (#) Chairs (#)

### CONTACTS

- Logistics Officer: logistics@usna.edu
- MFSD Ops Officer: mfsd@usna.edu
- Dry Dock: drydock@usna.edu
- Commandant Facilities: CMDTFacilities-group@usna.edu
- Mids Activities Officer (MAO): rotational position; call 3-7135
- Naval Academy Club (NAC): catering@usna.edu

### CMDT Facilities Office (3-7700)

#### Clean Up Plan (Bancroft 1st LT)

- [ ] Clean up plan approved:
- [ ] Follow-Up Inspection:

#### Remarks:

#### GRILLING

**Burn mats and fire extinguishers REQUIRED.**

- Sponsoring Organization is responsible for providing burn mats/extinguishers.
- Call (202) 433-4201 when ready for pre-light inspection.

**DO NOT REMOVE BANCROFT HALL FIRE EXTINGUISHERS!**

- [ ] Fire Extinguishers (2 required)
- [ ] Burn Mat (2 per Grill)
- [ ] Burn Permit Issued
- [ ] Follow-Up Inspection:
- [ ] Burn Permit Issued

#### Fire Marshall/Facilities Verification:

**IMPORTANT**

- AFTER THE CMDT Facilities FOLLOW-UP INSPECTION, RETURN THIS CHECKLIST TO THE MAO.
- FAILURE TO DO SO WILL RESULT IN LOSS OF PRIVILEGES TO SMOKE PARK.
# Commandant Facilities Checklist

**Commandant Facilities Checklist**

After the Commandant's Facilities Follow-Up Inspection, return this checklist to the Midshipman Activities Officer (MAO). Failure to do so will result in loss of facility privileges. The Commandant Facilities Office can be reached at 410-293-37700. CMDTFacilities-group@usna.edu, room 4808

**Section I. Event Information (To be completed by the requesting midshipman)**

<table>
<thead>
<tr>
<th>Event Requested</th>
<th>Smoke Park</th>
<th>Bancroft Grilling Area</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1. Event</th>
<th>2. Date</th>
<th>3. Number of Attendees</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. POC Name</th>
<th>5. POC Email</th>
<th>6. POC Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Co/Sel at Event Name</th>
<th>8. Co/Sel at Event Email</th>
<th>9. Co/Sel at Event Phone</th>
</tr>
</thead>
</table>

**Section II. Checklist (To be filled out prior to event)**

- [ ] Event Scheduled
- [ ] Excusal Submitted Date: ___________
- [ ] MWF Yellow Funding Document in Place
- [ ] Meal Request via MFSD
- [ ] Tables (#) Chairs (#) |

**Scheduler Signature**

**Logistics Signature**

**MWF Signature**

**MFSD Signature**

**MAO Signature**

**Section III. Grilling (To be filled out if requesting the use of Smoke Park)**

- [ ] Fire Extinguishers Checked Out (2 required): Date: __________ SERIAL NUMBERS: __________
- [ ] Burn Mat Obtained (2 per grill required)
- [ ] Burn Permit Issued/ Fire Marshall/Facilities Verification
- [ ] Fire Extinguishers Returned Date: __________

**Section IV. Clean Up Plan (To be filled out by the Commandant's Facilities Office)**

- [ ] Clean-Up Plan Approved: Date: __________
- [ ] Follow-Up Inspection Completed Date: __________
  - [ ] Satisfactory
  - [ ] Unsatisfactory

10. Comments

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**USNA 11102/H (3/21)**

Adobe LC ES4

Enclosure (3)